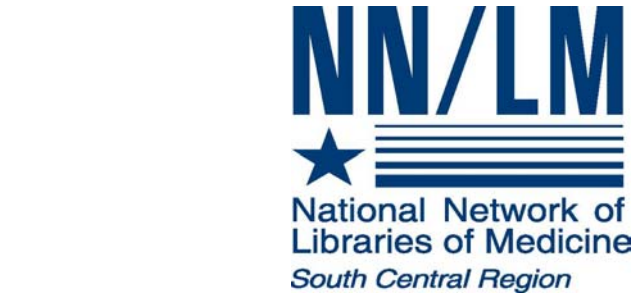
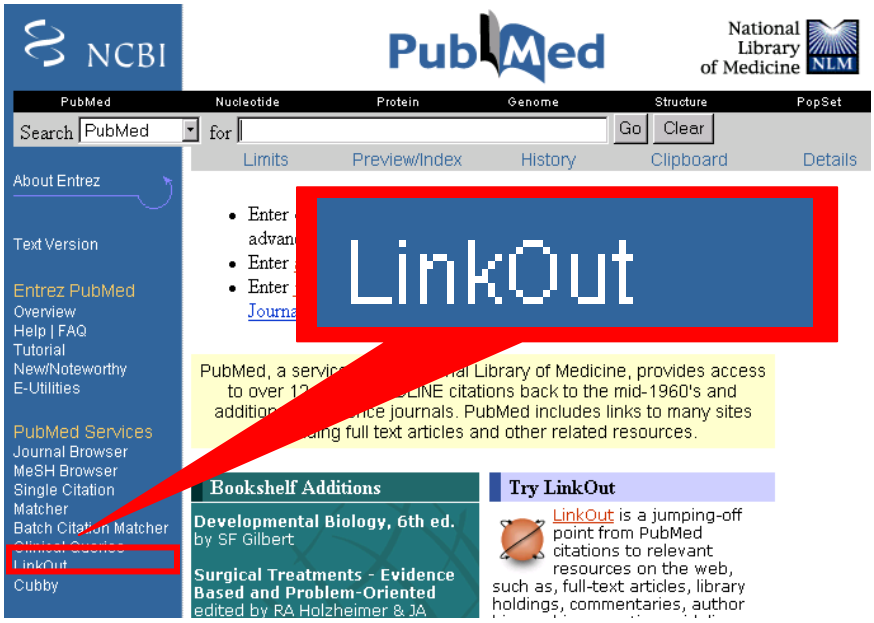


LINKOUT FOR LIBRARIES

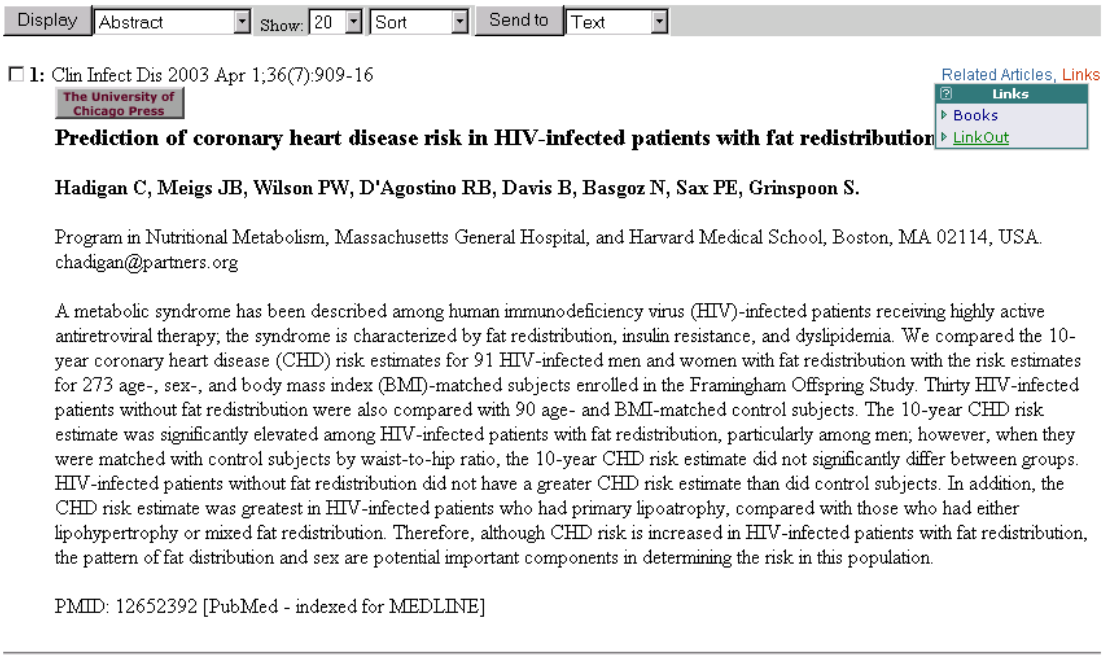
National Network of Libraries of Medicine, South Central Region
Houston Academy of Medicine-Texas Medical Center Library
1133 John Freeman Blvd.
Houston, TX 77030

NLM Contract No.: N01-LM-1-3515



WHAT IS LINKOUT?

- An Entrez feature that provides users with links to web-accessible relevant resources from PubMed and other Entrez databases.
- Links to publishers, aggregators, libraries, biological databases, sequence centers, and other resource Web sites.



- LinkOut is located under the Links option.
- Other links found here include other Entrez databases, PubMed Central articles, and books.

- The LinkOut display shows the lists of aggregators or vendors, libraries and publishers that provide full-text links to the article.

LINKOUT FOR LIBRARIES

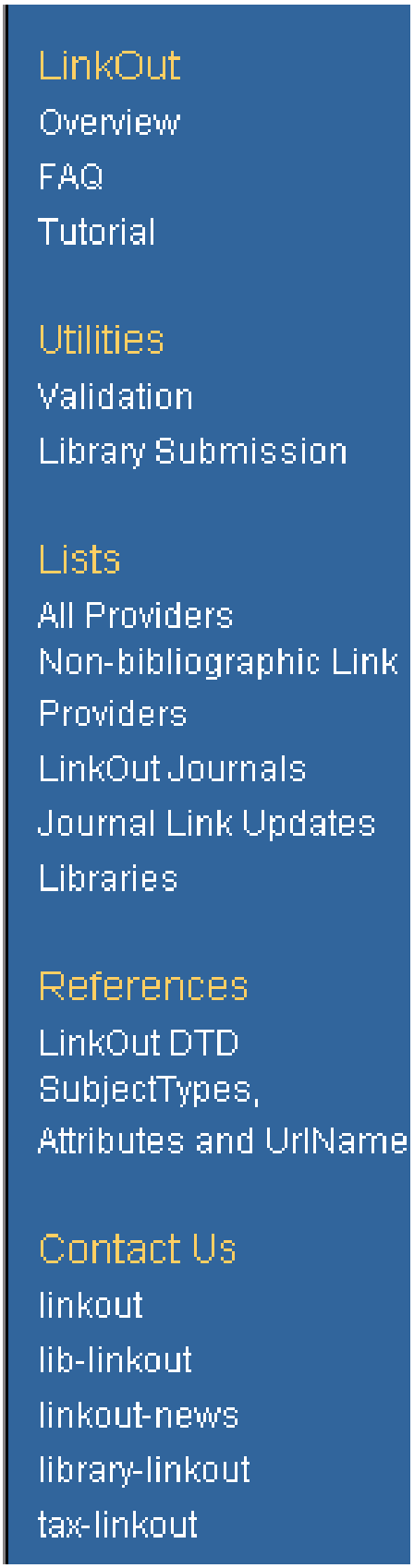
- A free, voluntary service that allows PubMed users access to their library's journal collections.
- Links to the library's electronic journals and gives information about print journal holdings.

Electronic Journals

- Enables a participating library to display its icon on the Abstract and Citation formats in PubMed so that patrons can access the full-text.
- LinkOut is based upon the providers of the electronic journals participation. If title is available in electronic format but the provider is not participating in LinkOut, you will not be able to access that title through PubMed.
- The LinkOut electronic journal provider will give the LinkOut Team at NLM the necessary information for your title to be correctly accessed by only your affiliates.

Printed Journals

- Via the LinkOut - SERHOLD Interface, any DOCLINE library can also choose to have an icon that indicates which PubMed articles are in that library's print collection.
- Library must have its holdings in SERHOLD.



LINKOUT HOMEPAGE:

http://www.ncbi.nlm.nih.gov/entrez/linkout/.

- Click on LinkOut on PubMed's blue sidebar.
- Some of the tools on this page do not apply to libraries.

LinkOut Help

- **Overview** provides information on how to participate in LinkOut. **The LinkOut and Library Holdings** is the information for libraries.
- The **FAQ** or "Frequently Asked Questions" for LinkOut Libraries lists some of the more commonly asked questions.
- View the **Setting Up LinkOut for Libraries** tutorial. This is step-by-step guide.

Utilities

- Validation is for providers who send XML files. Libraries do not use it.
- **Library Submission** is the submission utility most libraries use to submit or update their Identity Files and Holding Files.

Lists

- **All Providers** displays all LinkOut participants. Their name abbreviations (NameAbbr) are also listed.
- **Non-bibliographic Link Providers** displays some other resources available in LinkOut like OMIM or MedlinePlus.
- **LinkOut Journals** displays the journals available for LinkOut by either provider or journal name.
- **Journal Link Updates** lists the journals that have been added in the last 60 days. The lists are available by provider, journal name or date added.
- **Libraries** displays all of the libraries currently participating in LinkOut. They

are available by NN/LM region or by state. Their NameAbbrs are also listed.

References

- These resources are to assist providers of XML files. It does not pertain to libraries.

Contact Us

- linkout (linkout@ncbi.nlm.nih.gov) is to send an email to the LinkOut Team at NLM.
- **lib-linkout** (lib-linkout@ncbi.nlm.nih.gov) is to send an email to the LinkOut Team at NLM. **This the email address libraries should use.**
- linkout-new is an NLM announcement listserv on LinkOut issues.
- **library-linkout** is an NLM announcement listserv for libraries using LinkOut. **Every library that is participating in LinkOut should have at least one person subscribed to it.**
- tax-linkout is an announcement listserv for participants involved in taxonomic databases. Libraries do not need to subscribe.

PARTICIPATING IN LINKOUT

Registering

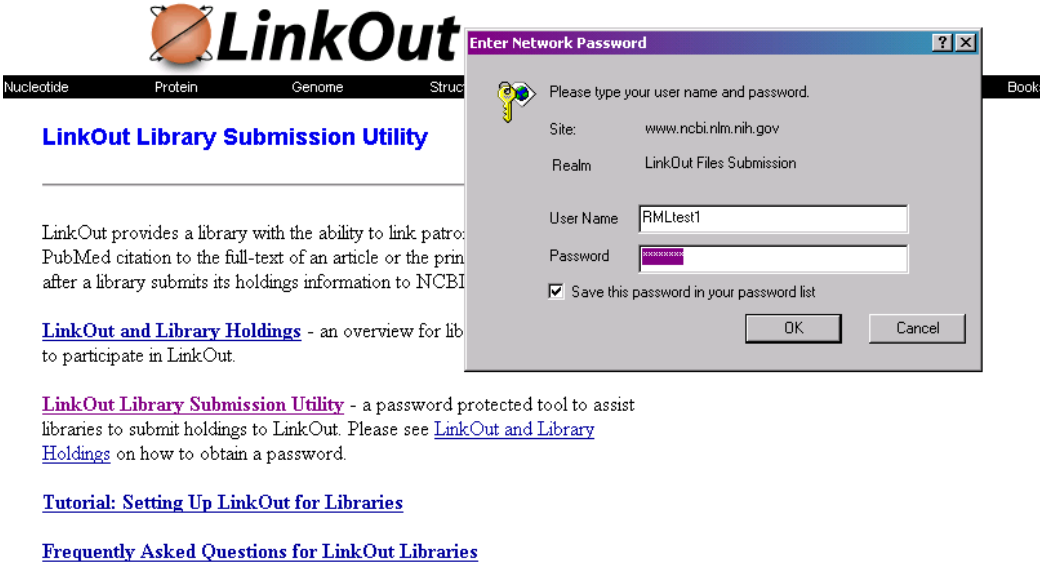
- To participate in LinkOut for Libraries, send an email to lib-reg@ncbi.nlm.nih.gov.
- Put "LinkOut Registration Request" in the subject and include the following in your message:

  Library Name: *Good Medical Library*
  Contact Person: *Jane Smith*
  Email Address: *smith@goodmedical.org*
  Phone Number: *301-123-4567*
  Address: *123 Medical Ave, SomeCity, SomeState 12345*

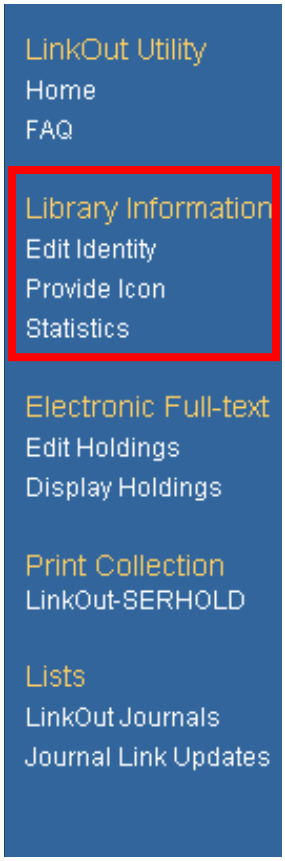
- In a month or less, the library's contact person will receive the Username and Password for the utility.

Submitting Information

- Click on the **Library Submission** link on the LinkOut homepage.
- Click on the **LinkOut Library Submission Utility** and enter your Username and Password.
- The Username and Password is case sensitive. Type it exactly as you received it from NLM.



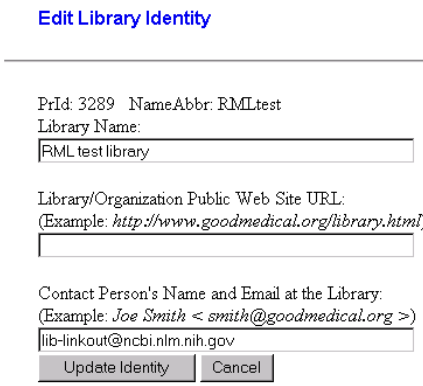
- The LinkOut Utility page will display. This page includes all of the tools a library needs to maintain LinkOut.



Library Information

Edit Identity

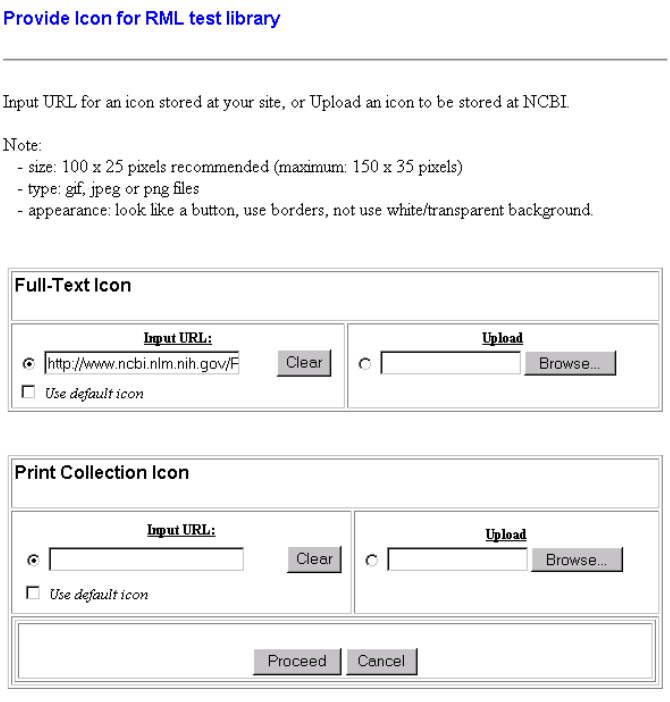
- On the LinkOut Utility page under the Library Information section, click on **Edit Identity**.
- Add or update the Library Name, the Library's homepage URL, and the contact person's email address.



- Click on Update Identity.
- Updated information will be available around 12pm ET the next day.

Provide Icon

- On the LinkOut Utility page under the Library Information section, click on **Provide Icon**.
- For the library users to see the journals held by the library, it is recommended that libraries create icon(s).
- The icon(s) can either be stored at the library or institutional server, or be uploaded to be stored at the National Center for Biotechnology Information (NCBI) at NLM.
- Input the URL for the Full-Text and/or Print Collection icon(s) in the Input URL box(es) or the Upload box.



- Icon(s) stored at the library or institutional server cannot be part of a HTML page. It must be created and stored as an URL.
- Icon(s) must be stored on a publicly accessible site -- not on a private Intranet.
- Icons should:
    - Be no larger than 150 by 35 pixels (recommended size is 100 by 25 pixels).
    - Be a jpeg, gif or png file.
    - Have an outline.
    - Look like a button.
    - Not use a white or transparent background.
- The icon could be your institution's logo or simply consist of text stating, "Full text supplied by [library name]" or "[library name] print collection."
- Make sure that the icon is readable or easily recognizable by your library's users.
- Here are a few examples of icons:

- If you do not wish to supply an icon, check the *use default icon* selection.
- The LinkOut system will use one of the default icons below:

- Click on Proceed after you have finished making your icon selection
- Your changes will take effect around 12noon ET the next business day.

Statistics

- On the LinkOut Utility page under the Library Information section, click on **Statistics** to display the library's LinkOut related statistics.
- Patrons need to click the Icon for your library to register statistics. You may want to advertise your icon on your web page to help make the statistics more accurate for your library.
- Statistics before August 2002 are not available.

- **Access to Full-text Links** is the number of times users click on the library full-text icon on the Abstract display or full-text links on the LinkOut display.

Access to Full-text Links

Daily:

03/26/03	03/25/03	03/24/03	03/23/03	03/22/03	03/21/03	03/20/03
N/A	N/A	N/A	N/A	N/A	1	4

Weekly:

This week	1 week(s) ago	2 week(s) ago
N/A	11	6

Monthly:

Mar 2003	Feb 2003	Jan 2003	Dec 2002	Nov 2002	Oct 2002	Sep 2002	Aug 2002
20	56	62	238	274	45	20	10

Yearly:

2003
138

- **Access to Print Collection Links** is the number of times users click on the library print collection icon on the Abstract display or the print collection links on the LinkOut display.

Access to Print Collection Links

Daily:

03/26/03	03/25/03	03/24/03	03/23/03	03/22/03	03/21/03	03/20/03
39	33	41	15	10	56	59

Weekly:

This week	1 week(s) ago	2 week(s) ago
128	290	154

Monthly:

Mar 2003	Feb 2003	Jan 2003	Dec 2002	Nov 2002	Oct 2002	Sep 2002	Aug 2002
796	991	812	803	1095	1225	1081	3340

Yearly:

2003
2599

- **All LinkOut Access** is the sum of Access to Full-text Links plus Access to Print Collection Links.

All LinkOut Access

Daily:

03/26/03	03/25/03	03/24/03	03/23/03	03/22/03	03/21/03	03/20/03
N/A	N/A	N/A	N/A	N/A	1	4

Weekly:

This week	1 week(s) ago	2 week(s) ago
N/A	11	6

Monthly:

Mar 2003	Feb 2003	Jan 2003	Dec 2002	Nov 2002	Oct 2002	Sep 2002	Aug 2002
20	56	62	238	274	45	20	10

Yearly:

2003
138

- **Access PubMed with holding=[library username]** is the number of times users access PubMed with the holding parameter in addition to the regular PubMed URL, i.e. users turn on the library icon on the Abstract display.

Access PubMed with "holding=RMLtest"

Daily:

03/26/03	03/25/03	03/24/03	03/23/03	03/22/03	03/21/03	03/20/03
5	6	2	N/A	5	4	3

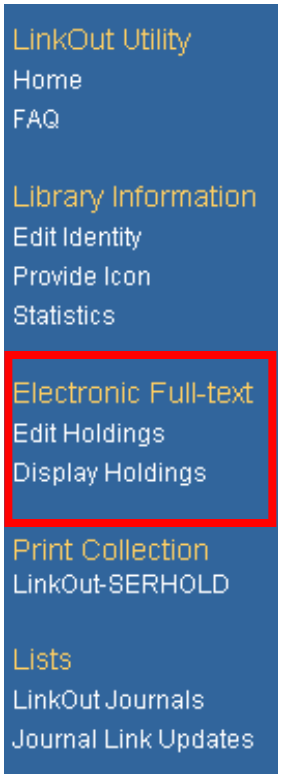
Weekly:

This week	1 week(s) ago	2 week(s) ago
13	25	17

Monthly:

Yearly:

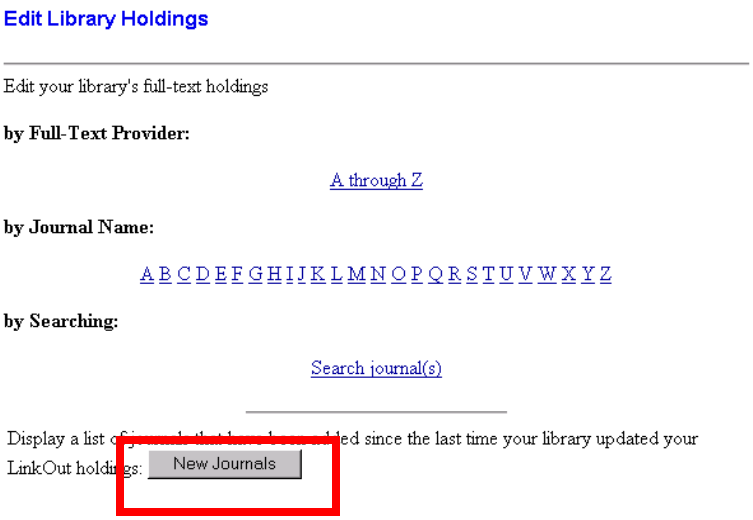
2003
304



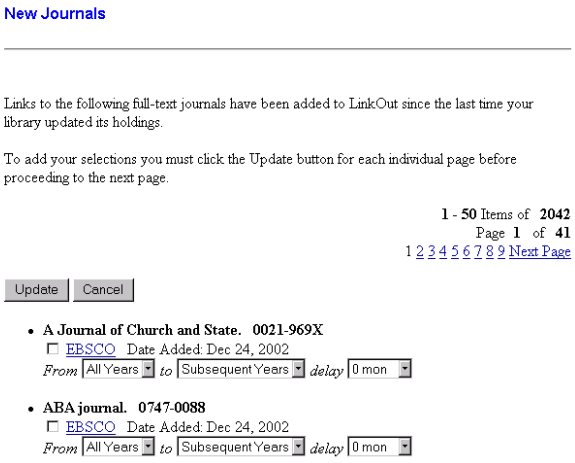
Electronic Full-text

Edit Holdings

- On the LinkOut Utility page, click on **Edit Holdings** under Electronic Full-text.
- You add or update your electronic journal holdings on the Edit the Library Holdings page
- To find the journal titles, either browse by the providers' names or the journals' names, or search for the journal titles.



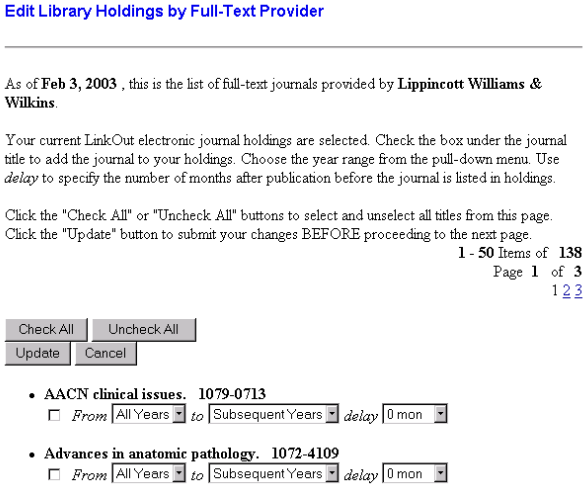
- To see the journal titles that have been added since the last time you updated your holdings, click on **New Journals**.



- To add/update by the Full-Text Provider, on the Edit Library Holdings page, click on **A through Z**.

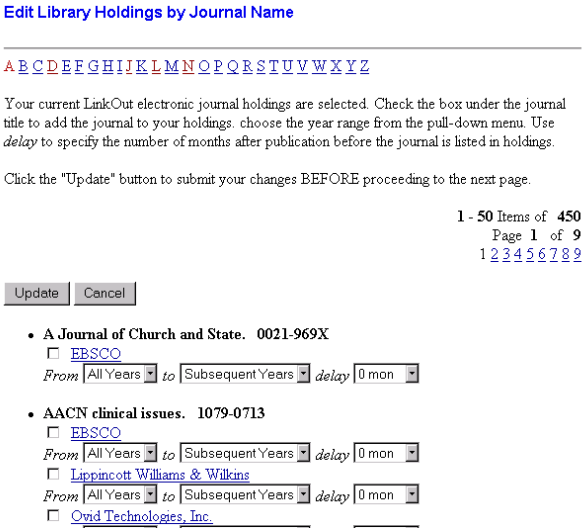
- On the Edit Library Holdings by Full-Text Provider page, click on the provider's name and find the individual journal titles.

- You may check or uncheck all of the journal titles available by this provider by clicking on the Check All or Uncheck All buttons.
- Click on the check box next to the individual journal names.
- Select the years that you have in electronic format.
- If the title has an embargo period, use the Delay box to enter the time embargoed.
- Click on Update to add/update the titles on this page.
- Updated information will be available about 12pm ET.
- Return to Edit Holdings to continue updating your titles.



- To enter holdings by the journal title, on the Edit Library Holdings page, click on the first letter of the **Journal Name**.

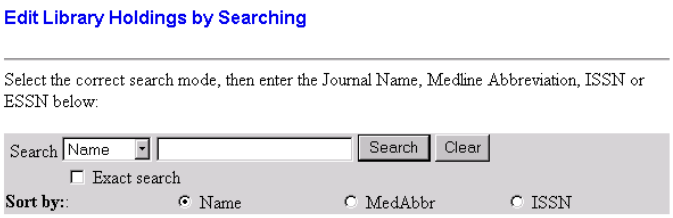
- Scroll through the journal titles until you find the one you wish to add/update.
- Click on the check box next to your provider of the journal title.
- Select the years that you have in electronic format.
- If the title has an embargo period, use the Delay box to enter the time embargoed.
- Click on Update to add/update the titles on this page.



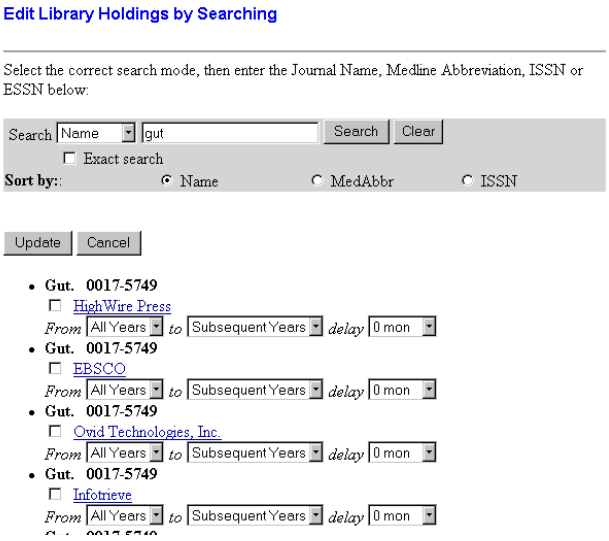
- Updated information will be available about 12pm ET.
- Return to Edit Holdings to continue updating your titles.

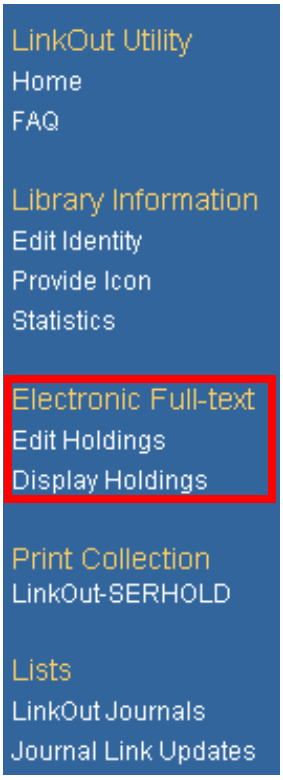
- To enter holdings by **Searching** for the journal title, on the Edit Library Holdings page, click on Search journal(s).

- You may search by the journal name, the MEDLINE abbreviation, or the ISSN or ESSN number.
- By clicking on the check box next to Exact Search, the search term will need to match exactly.
- You may sort your results by the Names, MEDLINE abbreviations, or the ISSN or ESSN numbers



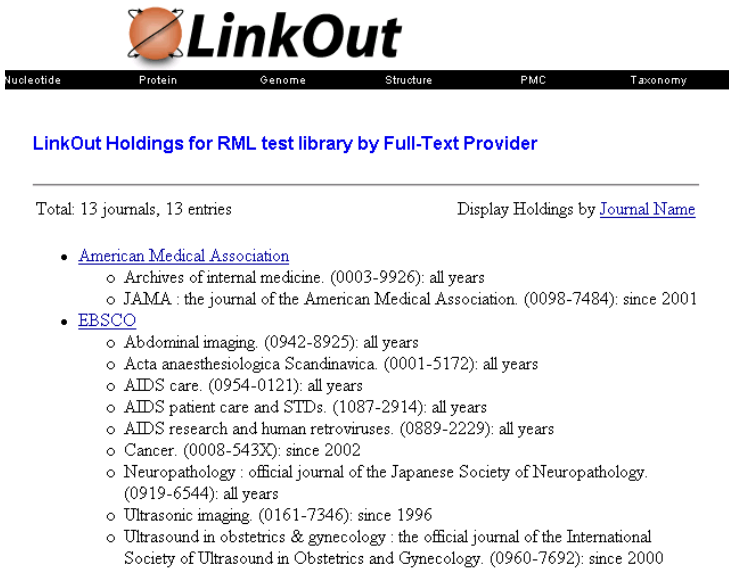
- Click on the check box next to your provider of the journal title.
- Select the years that you have in electronic format.
- If the title has an embargo period, use the Delay box to enter the time embargoed.
- Click on Update to add/update the titles on this page.
- Updated information will be available about 12pm ET.
- Return to Edit Holdings to continue updating your titles.

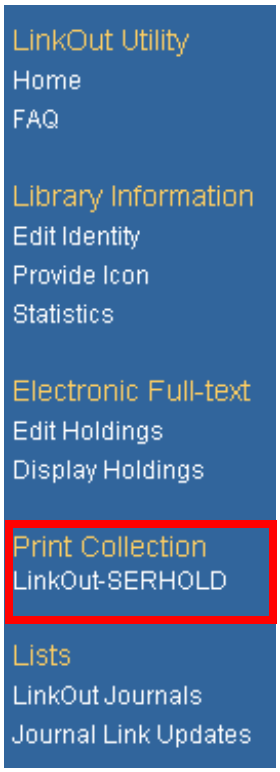




Display Holdings

- To see your entire list of electronic journals in LinkOut, on the LinkOut Utility page, click on **Display Holdings** under Electronic Full-text.
- The holdings will display by provider or by journal name.



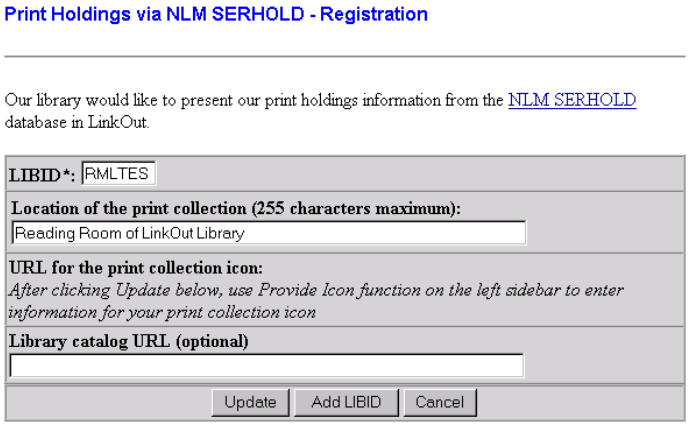


Print Collection: LinkOut-SERHOLD

- A library with holdings data in SERHOLD can use LinkOut for print journals.
- Only those titles in PubMed will be displayed.
- Holding information will match SERHOLD data, for example, missing years or volumes recorded in SERHOLD will not show the print icon for the library.
- Libraries not using LinkOut for electronic journals may use it for print journals only. First the library must send an email requesting a Username and Password as above.

Registering for SERHOLD

- On the Print Holding via NLM SERHOLD page, click on **Registration**.
- Enter LIBID(s) and other information.
- More than one LIBID may be entered for one LinkOut Username.
- Enter the location of your print collection.



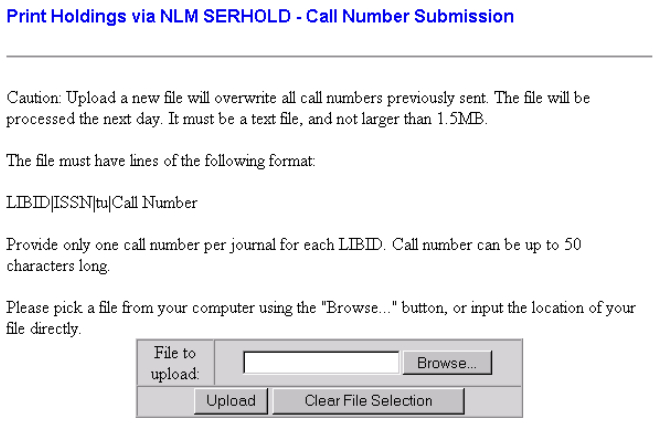
- Enter the catalog's URL, if you wish.
- Enter the print icon URL by clicking on Provide Icon on the LinkOut Utility page under Library Information.

Call Numbers Submission

- Call numbers can be uploaded to LinkOut via a text file.
- Click on **Call Number Submission** on the Print Holding via NLM SERHOLD page.
- You must create a text (.txt) file.
- The file must be created as:

  LIBID|ISSN|tu|Call Number

  where tu is the official journal name as found in Locatorplus.
- The file can be no larger than 1.5 MB.
- Call numbers can have up to 50 characters.
- Browse can help you locate the file you have created on your computer.
- Click on Upload to send the file to LinkOut.
- The updated call numbers will be available by 12pm ET.



Cancellation

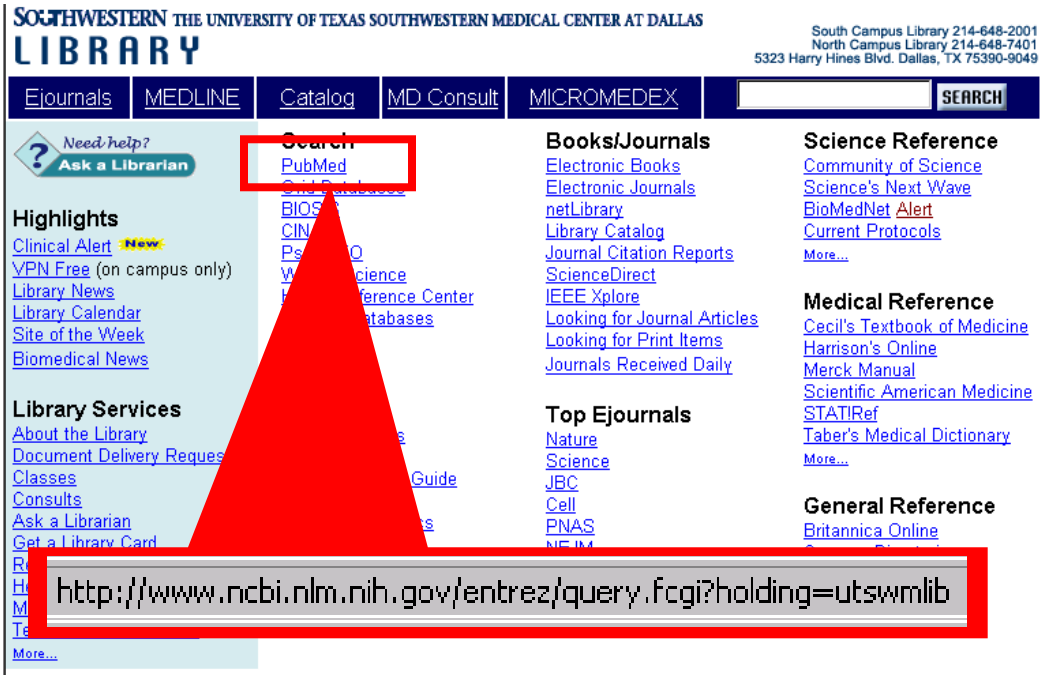
- You may discontinue LinkOut-SERHOLD at any time by clicking on **Cancellation** on the Print Holdings via NLM SERHOLD page.

Activating Library Holdings

- Create a link to PubMed from your library's Web site using the following URL:

  http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?holding=*library name*

  where *library name* is your library's Username.



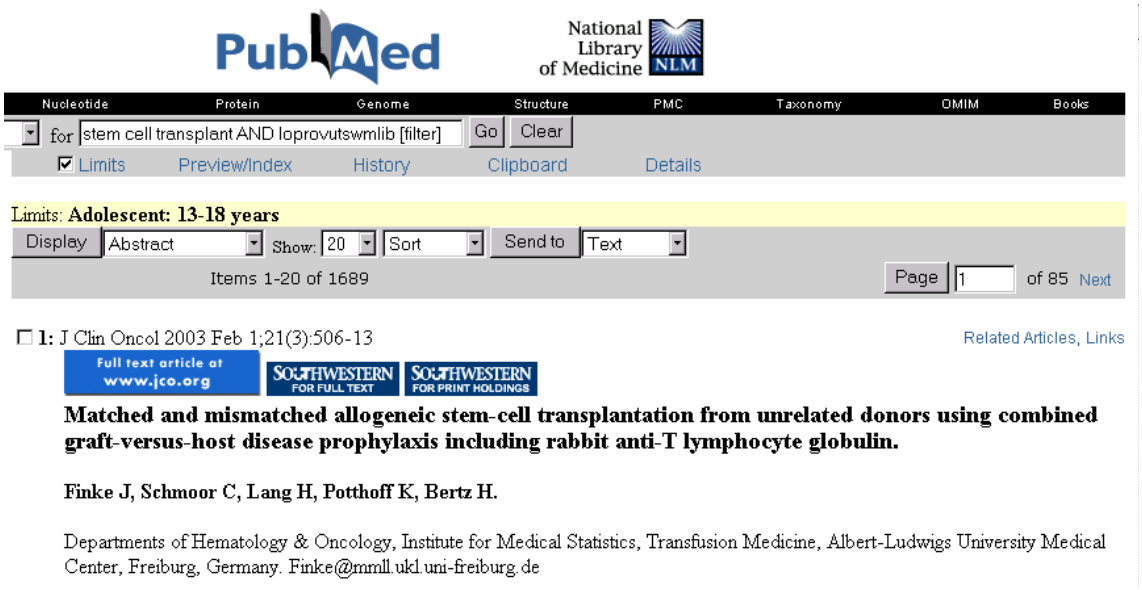
- The library's icon(s) will appear on all appropriate citations.
- To activate several icons (libraries), separate the Usernames by a comma:

  http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?holding=*medlib,mylib*

  where *medlib* and *mylib* are your libraries' icons.
- Access to the full-text is based on your electronic journals restrictions.
- Users can also access your icon(s) via Cubby.

Searching Your Library's Holdings Only

- To limit searches to your library's holdings, add to your search strategy:

  loprov*library name* [filter]

  where *library name* is the library's LinkOut Username.